

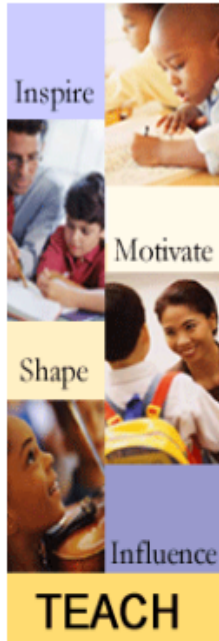


Coaching Application Process

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3/1/17



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TEACH Home Page

- Check on personal information or status of applications by going to Account Information
- Choose Apply for Certificate to begin application
- Can submit a payment here if began an application and needed to come back for payment

Apply for Certificate

Apply for New York State certification as a classroom teacher, teaching assistant, athletic coach, school administrator/supervisor, and/or pupil personnel service provider.

1. Applications are valid for 3 years from the application date or for 2 evaluations, which ever occurs first, unless you are applying under the individual evaluation pathway.
2. If you are applying under the individual evaluation pathway for your first certificate, you must meet all requirements by April 30, 2014.

The steps to complete the application process are:

1. Verify / Update Profile
2. Select Certificate(s)
3. Sign Affidavit
4. Confirm and Sign Application
5. Make Payment

You may choose to pay for applications with a credit card or you mail your payment to the Office of Teaching Initiatives. If you choose to mail your payment, you will need access to a printer so you can print the mail-in payment coupon.

Cancel

Next

Step 1 - Verify/Update Profile

To add or edit the information below, click the corresponding edit button. Please make sure the mailing address listed below is correct so that information we need to send to you will reach you. If you do not need to make any changes click the Next button.

Personal Information

Name :

HILLARY E BREWER

SSN :

Edit Personal Info.

and through information
then select Next

Education Information

Edit Education Info.

Enter/Edit Education Information

Enter information about your academic history. The information you provide is subject to verification.

Enter New Education Information:

Approved New York Teacher Certification Programs: Select this radio button if you completed a program at a New York State institution of higher education that leads to a recommendation for a teaching certificate. Contact the certification office at your college/university for a Student Application Information Sheet containing the necessary information regarding award title (degree awarded), program code and title, and major field of study to complete this portion of the application.

All Other Programs and Coursework - Including High School

*Country :

*State/Province:

(If non US/Canada) :

*Institution : If High School Leave Blank

(If your College or University was not in the drop down above, enter the name here or enter your High School Name) :

*Degree :

*Major : (For High School, choose Other)

If other, Enter the Major : (For High School, enter High School)

Date Degree Received : (mm/dd/yyyy)

*Attended From : (mm/dd/yyyy) *If you do not know the exact dates of attendance, please enter the first day of the month.*

*Attended To : (mm/dd/yyyy) *If you do not know the exact dates of attendance, please enter the first day of the month.*

Number of Credits :

Click Add to add this education information to your profile.

Add

Employment Information

School Name	School Location	Public School?	Summary of Experience	From	To	FT/PT
Ticonderoga High School	Ticonderoga, NY	Yes	High School Grades 9-12 Guidance Counselor	09/01/2004	12/30/2011	Full Time

Edit Employment Info.

Previous

Cancel

Next

- Once you have updated your Personal Information if necessary
 - Entered or updated education information
 - Entered or updated employment information
 - Then click Next
- You will almost always get the message below

Please review and correct the following errors on this page:

- We currently have your education information on file, however this information has not been updated recently. Update any information that is out of date.

Step 1 - Verify/Update Profile

To add or edit the information below, click the corresponding edit button. Please make sure the mailing address listed below is correct so that information we need to send to you will reach you. If you do not need to make any changes click the Next button.

- Hit Next until you are allowed to the following screen

NEW YORK STATE EDUCATION DEPARTMENT
Office of Teaching Initiatives

[TEACH Home](#) | [Search Certification Requirements](#) | [Index A-Z](#) | [Logout](#)

Step 1 - Verify / Update Profile
Step 2 - Select Certificate(s)
 Step 3 - Sign Affidavit
 Step 4 - Confirm and Sign Application
 Step 5 - Make Payment

Personal Information

Name : Mrs. Hillary E. Brewer SSN :
 Date of Birth : 07/16/1979 Teacher Id:
 Gender : Female

Each certificate is treated as a separate application, with specific requirements associated with each certificate based on the type of certificate (Initial, Professional, etc.). Fees are assessed for each certificate requested and may differ depending on the type and pathway chosen.

Once you click the Add button, you will be asked a series of questions to help determine the appropriate evaluation pathway through which you should apply. As determined, you will be taken to a page to choose from the remaining available pathways under which you may be evaluated. If you do not answer the questions, you will be taken to the TEACH home page.

You are only able to apply for one certificate at a time. If you are applying for your first Initial certificate, you must first apply for the certificate that you complete the process. You do not have to pay separately. You may submit your applications and return to the TEACH home page. Select "Payment Links" to pay for all of your applications.

New Certificates and Applications

Select your Certificate Title

Select your Area of Interest : Other School Service
 Select your Subject Area : Coaching
 Select the Grade Level : Adolescent - Grades 7-12
 Select the Title : Coaching Field Hockey 7-12

Select your Certificate Type

Select the Type of Certificate : Professional Coaching License
 Professional Coaching License Renewal
 Temporary Coaching License
 Temporary Coaching License 1st Renewal
 Temporary Coaching License 2nd - 4th Renewal

Please make your selections and then click the "Add" button

Certificates in this Application

Area of Interest	Title

Certificates and Applications on File

Certificate	Date Applied	Date Issued
Administration and Pupil Personnel Services , Permanent Certificate , School Counselor	01/14/2009	04/08/2009

- Select certificate areas as above
- Choose the Level that is appropriate for you
- Then Click Add

Based on your self-reported education and the answers to the previous questions, TEACH has determined that the evaluation pathway(s) listed below are available to you to obtain your **Other School Service , Temporary Coaching License , Coaching Field Hockey 7-12** certificate.

Please take a moment to read detailed descriptions for each pathway before you make your choice.

For more information, go to

Which Pathway is Right for me?

<http://www.highered.nysed.gov/tcert/certificate/rightpathway.html>

Please note, below you will find a list of requirements for each available pathway. You may have already met some of these requirements. This will be determined at the time of your evaluation

Please select the pathway you wish from those available below.

Pathway: Individual Evaluation

- [Valid First Aid](#)
- [Valid CPR Certification](#)
- [Workshop - Child Abuse Identification](#)
- [Workshop - School Violence Intervention and Prevention](#)
- [Fingerprint Clearance](#)
- [Workshop - Dignity For All Students Act](#)
- [School District Recommendation](#)

Previous

Cancel

Next

- Select the circle for Individual Evaluation Pathway
- Then Select Next

After adding certificate-system will take you back to add another certificate

Click Next at the bottom of the page

Then system will ask you to assign to SED or BOCES RCO

Choose BOCES RCO

Each certificate is treated as a separate application, with specific requirements associated with each certificate based on the type of certificate (Initial, Professional, etc) and the evaluation pathway (Approved Program, Individual Evaluation, Reciprocity, etc) through which you apply. Fees are assessed for each certificate requested and may differ depending on the type and pathway chosen.

Once you click the Add button, you will be asked a series of questions to help determine the appropriate evaluation pathway through which you should apply. After you have responded, TEACH may be able to determine the best pathway for your application. If a pathway cannot be determined, you will be taken to a page to choose from the remaining available pathways under which you may be evaluated. If you do not answer the questions correctly to determine your pathway, the processing of your application may be delayed.

After you are directed back to this page you may repeat the process to select and apply for additional certificates.

New Certificates and Applications

Select your Certificate Title

Select your Area of Interest :

Select your Subject Area :

Select the Grade Level :

Select the Title :

Select your Certificate Type

Select the Type of Certificate :

Certificates in this Application

	Area of Interest	Title	Certificate Type	Pathway
<input type="radio"/>	Other School Service	Teaching Assistant	Level I	Pathway: Individual Evaluation

If you live in or are seeking employment in a school district served by a local Board of Cooperative Educational Services (BOCES), your application may be evaluated either by the New York State Education Department or by your local BOCES Regional Certification Offices.

Please select an option.

- I want my application to be reviewed by the State Education Department
- I want my application to be reviewed by the BOCES Regional Certification Office

Please note:

- Some school districts are not affiliated with BOCES Regional Certification Offices. In this case, your application must be evaluated by the State Education Department.
 - Some counties are served by more than one BOCES. Your home address determines which BOCES will evaluate your application. If more than one BOCES is listed for the county you selected, contact the BOCES to find the appropriate office for your application.
- OR
- If you are seeking employment with a school district that is affiliated with a BOCES, you may choose to have that BOCES evaluate your application. In this case, choose the school district for which you are seeking employment.**
- BOCES Regional Certification Offices reserve the right to forward any application to the New York State Education Department for evaluation.

Select a school district or county from the drop down lists, then select from the available BOCES Certification Offices.

School District :

- or -

County :

Select an Institution from the list.

	Name of BOCES Institution	Address	Phone
<input type="radio"/>	WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX BOCES	1153 BURGONYE AVE STE 2, FORT EDWARD, NY 12828	518-746-3310